

21 FEB 1974

MEMORANDUM FOR: DDO Records Management Officer  
SUBJECT : Amendment to DDO Records Control Schedule 15-72, and All Other DDO Sub-Component Records Schedules  
REFERENCE : NN-172-131, dated 7 February 1972, Request for Authority to Dispose of Records

Your request to amend the DDO Records Control Schedule No. 15-72 and all other schedules of DDO sub-elements to authorize disposal of paper copy after conversion to micro-film is approved assuming the prescribed requirements in the reference and FPMR (CFR Title 41, Subtitle 101-11.5) referred to therein are met. A signed copy of this approval will be incorporated in the record copy of the DDO Records Control Schedule on file in the Records Administration Branch and a copy will be forwarded to the Agency Records Center.

SIGNED

STATINTL

[REDACTED]  
CIA Records Management Officer

Attachment:  
Copy of Reference

ISAS:GFD:PW:mj (20 Feb 74)

Distribution:

Orig - Addressee, w/att  
 1 - RAB (RC Schedule, w/att  
1 - Record Center, w/o att  
1 - ISAS, w/o att  
1 - RAB/Chrono w/o att

REQUEST FOR AUTHORITY

TO DISPOSE OF RECORDS

Approved For Release 2001/07/30 : CIA-RDP78-07317A000100010005-8  
(See Instructions on Reverse)

FEDERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

(NAME OF ESTABLISHMENT)

Intelligence Agency

SUPERVISION

SUPERVISION

PERSON WITH WHOM TO CONFER

[REDACTED]

AGENCY REPRESENTATIVE:

I, [REDACTED], that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or [REDACTED] are proposed for disposal for the reason indicated: ("X" only one)

B The records will cease to have sufficient value  
to warrant further retention on the expiration  
of the period of time indicated or on the occur-

[REDACTED]

STATINTL

1972

[REDACTED]  
(Signature of Agency Representative)

| LEAVE BLANK  |            |         |
|--|------------|---------|
| DATE RECEIVED  | 1972       | JOB NO. |
| DATE APPROVED  | AN-1724131 |         |
| CONGRESSIONAL AUTHORIZATION  |            |         |
| HOUSE REPORT NO.   | CONGRESS   | DATE    |
|  | SESSION    |         |
| NOTIFICATION TO AGENCY   |            |         |
| CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IN COLUMN 10. |            |         |

(Date)

STATINTL

Archivist's Representative

CIA Records Administration Officer  
(Title)

| 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9. SAMPLE OR<br>JOB NO. | 10. ACTION TAKEN  |
|--|-------------------------|-------------------|
| Approval is requested for disposal of the paper copies of Agency records after their conversion to a microfilm record.   |                         |                   |
| Agency records are scheduled for preservation in accordance with the retention periods specified in the General Records Schedule or as approved by the Archivist in response to specific Agency Requests for Authority to Dispose of Records (Standard Form 115). Also Agency records are scheduled for permanent retention according to NARS Schedules when "Disposal is Not Authorized."   |                         |                   |
| This request is seeking authority to dispose of the Agency's paper records after they have been converted to an acceptable microform copy. The microform copy, of Archival quality, would be properly stored and preserved for the retention period indicated for the paper records. Work copies will be made from the master films for office use as necessary. Filming, processing, and inspection standards prescribed by FPMR will be followed and records destroyed only after the microform record is verified and found to be a satisfactory substitute. In the unlikely event of unusual documents which should be preserved in their original state the Agency will coordinate with the Archivist prior to disposal after filming. New types of records not covered by existing Schedules and Disposal authorities will be referred to the Archivist for approval of retention periods. |                         |                   |
| Instruction: Destroy paper records when microform copy is verified as an acceptable Substitute.  |                         |                   |
|  |                         | DISPOSAL APPROVED |

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Four copies, including original, to be submitted to the National Archives and Records Service

16-30429-3 GPO